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Microsoft®

Windows® 2000 Professional

Built on NT Technology

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Essential Information for
Getting Up and Running Quickly

QUICK START GUIDE



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For great tips and other information about how you and your business can get the most out of Windows 2000 Professional, visit the Microsoft Web site at:

www.microsoft.com/windows/professional



Setting Up Windows 2000 Professional

Introduction

Congratulations on the purchase of your new computer. Included with Microsoft® Windows 2000 Professional, whether you plan to use your computer for personal use or business, as an individual computer or part of a network, Windows 2000 Professional is a powerful tool that helps you streamline your work.

This guide helps you make the right choice during setup. Keep it handy for easy reference while you complete this process.

Note

Because your computer manufacturer can customize the Windows 2000 Professional software, some options that are not available to you or that are in a different order than shown in this book.

Inside your Windows 2000 Professional product box, you'll find:

- Windows 2000 Professional Quick Start Guide.
- Windows 2000 Professional media (software).

The media is usually in CD form, but may also be found on the system hard disk.

Using This Guide

This guide provides instructions to help you set up Windows 2000 Professional and is divided into five sections:

- **Setting Up Windows 2000 Professional**
 - **Creating Your User Account**
 - **Configuring Your Computer**
 - **More Information About Windows 2000 Professional**
 - **If You're Upgrading from Windows NT, 4.0 to Windows 2000 Professional**
- Throughout this guide, you'll find references to the Windows 2000 Professional Getting Started book and Windows 2000 Help. These resources provide more in-depth coverage to help you with your questions. For more information on viewing the Windows 2000 Professional Getting Started New Computer
- **How to upgrade about 25 minutes**
- The Windows 2000 Professional Setup Wizard prompts you for information about your network setup and other specific details. This section helps you prepare for any information Setup may require.
- Materials**
- Gather the items noted below before you begin:
1. **Windows 2000 Professional CD**
Your computer manufacturer included a Windows 2000 Professional CD, you may be

Introduction

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This guide helps you make the right choices during Setup. Keep it beside you for easy reference while you complete this process.

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
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- Setting Up Windows 2000 Professional
- Creating Your User Account
- Configuring Your Computer
- More Information About Windows 2000 Professional
- If You're Upgrading from Windows NT® 4.0 to Windows 2000 Professional

Throughout this guide, you'll find references to the *Windows 2000 Professional Getting Started* book and Windows 2000 Help. These resources provide more in-depth coverage to help you with your questions. For more information on viewing the *Windows 2000 Professional Getting Started* book or Windows 2000 Help, see page 12.

Before You Begin Setting Up Your New Computer

 *Time to complete: about 10–15 minutes*

The Windows 2000 Professional Setup Wizard prompts you for information about your network setup and other specific details. This section helps you prepare for any information Setup may require.

Materials

Gather the items noted below before you begin:

1. **Windows 2000 Professional CD**
If your computer manufacturer included a Windows 2000 Professional CD, you may be

DEFINITIONS**IP address**

A number used to identify your computer on a network or on the Internet.

e-mail/Internet account

Individual accounts set up by the user to log on to the Internet or to read e-mail.

Internet

The worldwide collection of networks that use TCP/IP to communicate with one another.

prompted to insert the CD at certain points during Setup. If your computer manufacturer did not include this CD, then the files already reside on your hard disk in the \j386 folder.

2. Pencil and paper

You may need to write down passwords and other important information. Although much of this installation process is automatic, you may be prompted for information.

3. Windows 2000 Professional Certificate of Authenticity (COA)

This is a security certificate that accompanies the system you purchased from your computer manufacturer. This certificate ensures that your copy of Windows 2000 Professional is a genuine Microsoft product. You may be prompted for the product key on the COA during Setup.

The COA may be found on the back of this guide or on a sticker attached to your computer.

Are You Upgrading from Windows NT 4.0?

If you purchased a computer with Windows NT 4.0 installed and are upgrading to Windows 2000 Professional, see "If You're Upgrading from Windows NT 4.0 to Windows 2000 Professional," on page 32.

Are You Setting Up a Standalone Computer?

If you're planning to set up your computer so that it's *not* connected to a network, you do not need specific network information.

However, if you plan to connect to the Internet, you may need to provide an IP address (assigned to you for your e-mail and Internet accounts). Depending on your computer manufacturer, you may need to provide the IP address during Setup. If you haven't established an e-mail or Internet account yet, you can easily add your IP address later using the Internet Connection Wizard.

Your IP address (if any):

_____ . _____ . _____ . _____

Are You Setting Up a Network Computer?

If you're planning to set up your computer so that it connects to a network or to other computers, you need to provide more information. This information can be obtained from your network administrator or IT consultant.

✓ Note

If you're planning to set up your computer on a network that has computers running Windows 95, Windows 98, or Windows NT 3.51, you should contact your network administrator or IT consultant for more information.

What Kind of Network Do You Have?

- **Peer-to-peer (workgroup).** To connect to a peer-to-peer network, you need to know the workgroup name. If you're setting up the first computer in a workgroup, you can either create your own workgroup name, or use the default name "WORKGROUP." If you're setting up your computer to be part of an existing workgroup, you can find out the workgroup name from another computer in the workgroup.

To find the name of the workgroup on another computer running Windows 2000 Professional

1. On the desktop of the other computer, right-click **My Computer**, and then click **Properties**.
2. On the **Network Identification** tab, click **Properties**.
3. Write down the workgroup name that appears in the **Workgroup** box.
4. Click **Cancel** twice.

Your workgroup name: _____

To find the name of the workgroup on another computer running Windows NT 4.0, Windows 95, or Windows 98

1. On the desktop of the other computer, right-click **Network Neighborhood**, and then click **Properties**.
2. Write down the workgroup name that appears on the **Identification** tab.

3. Click **Cancel**.

Your workgroup name: _____

- **Client/server (domain).** In a client/server network, the individual computers, called clients, are linked to a central computer called a server. The server stores and distributes information to the client computer. You need to know the domain name (server name) that you want to connect to. This information can be obtained from your network administrator or IT consultant.

Your domain name: _____

Your domain user name: _____

Your domain password: _____

Are You Ready to Start?

While running Setup, keep a piece of paper and pencil beside you so that you can take notes on choices you make and the passwords you create.

❗ Important

Record your Administrator and user passwords and keep them in a safe place. If you forget your Administrator password, you lose access to your computer and may need to reinstall Windows 2000 Professional.

DEFINITIONS

network

A group of two or more computers that are physically connected, typically by network cables. Networks are used for sharing resources such as files, programs, and printers.

peer-to-peer

A network in which all the computers are connected directly to each other and share resources, such as printers, equally. This is also called a *workgroup*.

client/server

A network in which the individual computers, called *clients*, are connected to and administered by a main computer, called a *server*. Computers that are part of this group are said to be part of a *domain*.

DEFINITIONS**client**

Any computer or program connecting to, or requesting the services of, another computer or program. *Client* can also refer to the software that enables the computer or program to establish the connection.

server

A computer that provides shared resources to network users.

desktop

The on-screen work area on which windows, icons, menus, and dialog boxes appear.

**Note**

Passwords are case-sensitive. “MyPassword” and “mypassword” are treated as two different passwordss.

Time to turn on your computer!

Setting Up Your Computer



Time to complete: about 15–30 minutes

When you run the Setup wizard, your computer may occasionally pause for long intervals. While it may appear that the computer is “frozen,” the Setup wizard is actually busy searching for specific hardware drivers or configuring your computer. *Do not click buttons, restart, or try to force the computer to respond in any way.* The Setup wizard continues once it has completed its task.

Carefully read the Setup wizard pages. Often the Setup wizard provides a default response as a guideline. *You should read the default responses completely to determine if they are appropriate for you before accepting them.*

**Note**

If you purchased a computer with Windows NT 4.0 installed and have an upgrade to Windows 2000, see “If You’re Upgrading from Windows NT 4.0 to Windows 2000 Professional,” on page 32 for instructions on how to upgrade your computer.

Before the Setup Wizard Appears

When you first start your computer, you may see several blank or nearly blank screens before the Setup wizard appears. Depending on your computer’s speed, this may take several minutes. The Setup wizard is actually running tasks behind the scenes, so be patient. Do not attempt to restart the computer during this process.

When the Setup Wizard Appears

You will see several dialog boxes that prompt you for information, such as your name or your network type. Remember that the following options may not all be available or may be in a different order than presented in this guide.

The Welcome to the Windows 2000 Setup Wizard Dialog Box

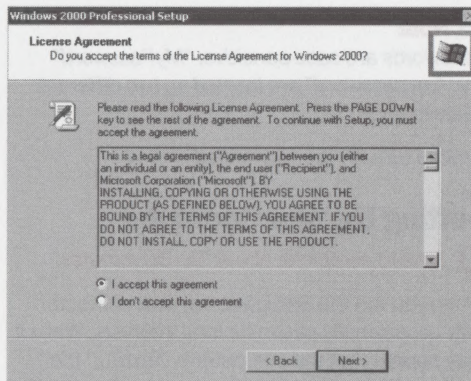
After you first start up your computer and Setup performs some background tasks, this dialog box appears.



Click **Next** to continue, or, if you wait a few moments, the next dialog box appears automatically.

The License Agreement Dialog Box

You're prompted to accept the License Agreement. If you agree to the terms, click **I accept this agreement**, and then click **Next** to continue.



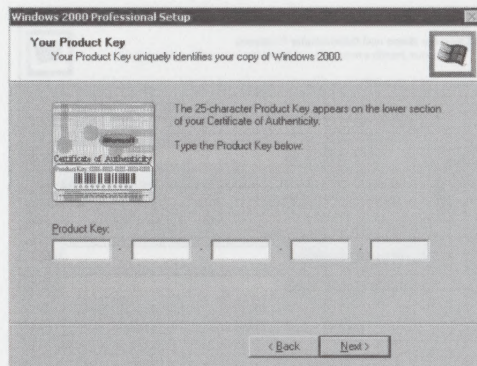
The Your Product Key Dialog Box

Depending upon your computer manufacturer, you may not see this dialog box.

You may be prompted for the product key (from your Certificate of Authenticity). After you have done so, click **Next** to continue.

DEFINITION**product key**

A unique number assigned to your copy of Windows 2000 Professional.

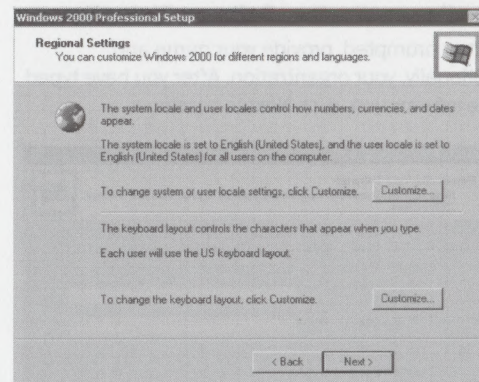
**The Regional Settings Dialog Box**

Depending upon your computer manufacturer, you may not see this dialog box.

**Note**

You can change these settings later using *Regional Options* in *Control Panel*.

You can change settings for your region, such as the default currency or the time and date formats. You can also change the default language of your computer or your keyboard layout.



You can customize your computer during Setup by changing the following options:

Click the first **Customize** button to change:

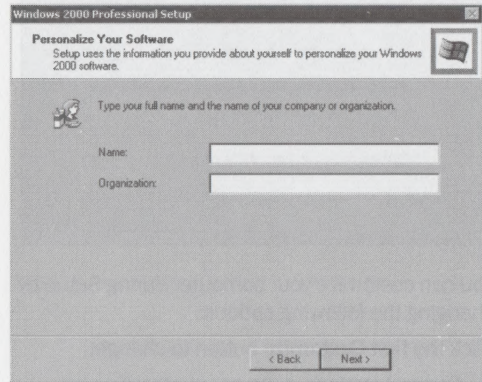
- General settings, such as your location or language settings.
- The appearance of numbers, currency, time, and dates.
- The input locale, to choose the input language for the keyboard.

Click the second **Customize** button to change only the input locale.

After you make the changes you want, click **OK**. Then, click **Next** to continue.

The Personalize Your Software Dialog Box

When prompted, provide your name and, optionally, your organization. After you have typed the information, click **Next** to continue.



The Computer Name and Administrator Password Dialog Box

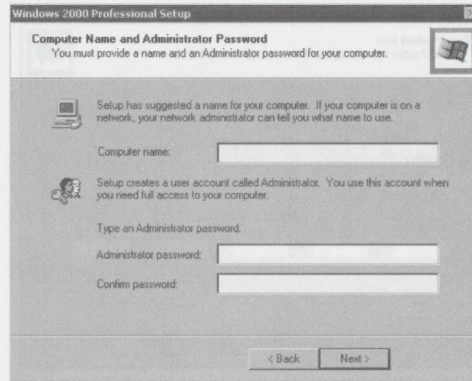
Depending upon your computer manufacturer, you may not see this dialog box.



Note

You can change your computer name later using System in Control Panel.

You can also change the Administrator password after Windows 2000 Professional is installed. For more information, see “Changing Your Password,” on page 20.



In this dialog box, you provide two types of information: the name for your computer and the Administrator password. The computer name identifies your computer on a network, and the Administrator password helps keep your computer secure.

The wizard suggests a name for your computer using information entered during Setup. Even if you're not part of a network, your computer is assigned a name.

- If you're an individual user, you can accept the name suggested, or you can create your own computer name.
- If you're part of a network (peer-to-peer or client/server), you should consult your network administrator or IT consultant for name recommendations.

DEFINITION

Administrator account

A user account that is a member of the Administrators group. The Administrator account has full permissions and control over a computer. The administrator can gain access to and modify all user accounts set up on a computer and add or remove programs or hardware devices.

- The name of your computer must not duplicate an existing computer name within your organization.

Your computer name: _____

You can type in an Administrator password. If your computer manufacturer gave you an Administrator password, use that one.

The Administrator account is different from both your user account and your e-mail or Internet account. It's a good idea to give each of these accounts a different password.

When Setup is complete and you restart your computer, the first account you use is the Administrator account. For this reason, it's very important that you *write down and remember the password you assign to this account.*

The Administrator password: _____

Note

We highly recommend that you do not use your Administrator account for day-to-day activities, such as running programs, working on documents, and visiting Internet sites. To protect the integrity of your computer, use your personal user account

for performing routine tasks. If you need to perform administrative tasks, such as managing accounts and resources on your computer, log on as the administrator, perform the task, and then log off.

Some computer manufacturers set an Administrator password that you cannot change even if you enter a new password during Setup. If you need help with this, contact your computer manufacturer.

After you have typed your computer name and your Administrator password, click **Next** to continue.

The Date and Time Settings Dialog Box

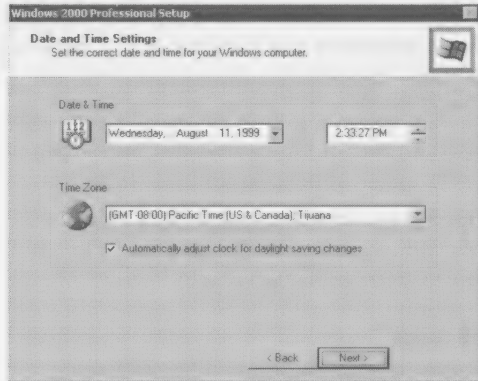
Depending upon your computer manufacturer, you may not see this dialog box.

Note

You can change the time and date later using Date/Time in Control Panel.

You can use this dialog box to set the date and time.

After you have made the changes, click **Next** to continue.



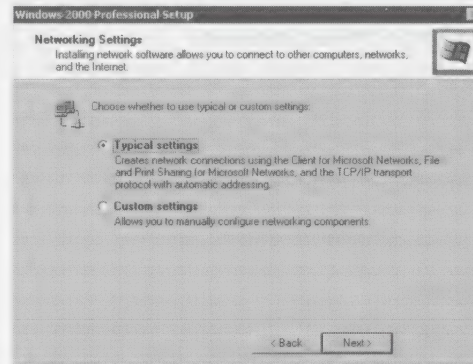
The Networking Settings Dialog Box

Depending upon your computer manufacturer, you may not see this dialog box.

Note

You can change your networking settings later using *Network and Dial-up Connections* in Control Panel.

If you're an individual user who is planning to connect only to the Internet rather than to a network, or if you have a simple peer-to-peer network, click **Typical settings**. If you want to configure advanced network options or add more services during Setup, click **Custom settings**. If you click **Custom settings**, you may be prompted to insert the CD or type a path to your Windows 2000 Professional Setup files supplied with your computer.



After you have made your selection, click **Next** to continue.

The Workgroup or Computer Domain Dialog Box

Depending upon your computer manufacturer, you may not see this dialog box.

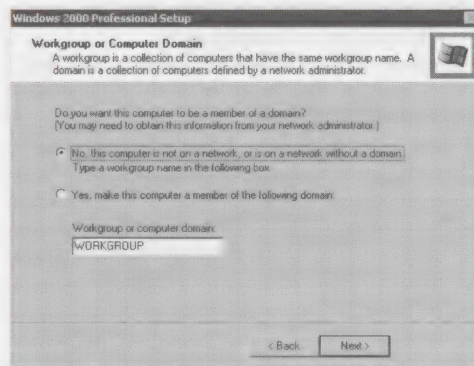
DEFINITIONS**workgroup**

One or more computers with the same workgroup name (for example, a “peer-to-peer” network). Any user can join a workgroup by simply specifying the workgroup name—you don’t need special permissions to join a workgroup.

domain

A group of computers that are part of a network, managed by a domain server, and share a common directory database.

This dialog box prompts you for the name of the workgroup or domain you want to join. If you’re an individual user, click the first option and then name the workgroup or accept the default name “WORKGROUP.” If you want to join a peer-to-peer network, click the first option and type the name of the workgroup you want to join. If you want to join a client/server network, click the second option and type the name of the domain (server name) you want to join.



- ➡ I am an individual user.

Your created workgroup name:

- ➡ I want to join a peer-to-peer network.

Your workgroup name: _____

- ➡ I want to join a client/server network.

Your domain name: _____

After you have entered the information, click **Next** to continue.

The Completing the Windows 2000 Setup Wizard Dialog Box

Setup is complete. Remove the CD (if any) from the CD-ROM drive and click **Finish**. After a few moments, your computer restarts.



The Welcome to the Network Identification Wizard Dialog Box

The first time you restart your computer after setting up Windows 2000 Professional, the Welcome to the Network Identification Wizard appears so that you can set your logon options.

- If your computer is set up as part of a domain, this wizard helps you create a user account. If you want to create a user account now and need assistance, contact your network administrator or IT consultant.
- If your computer is set up as part of a workgroup, and if you want to be sure that everyone logs on as a unique user, click **Users must enter a user name and password to use this computer**.
- If you are the only one using your computer, and you're confident that no one else may want to use your computer, click **Windows always assumes the following user has logged on to this computer**. Click **Next**, and then click **Finish**.

Congratulations! Setup is now complete and you're ready to log on to Windows 2000 Professional. Your next step is to set up your user account.

Sources for Further Help

There are many sources of help for Windows 2000 Professional users. These sources can be found both in Windows 2000 Professional and on the Internet.

Help Within Windows 2000 Professional

- **Windows 2000 Help**
To open Windows 2000 Help, click **Start**, and then click **Help**.
- **The Windows 2000 Professional Getting Started online book**
This book is available in Windows 2000 Help. To open the Getting Started book, first open Windows 2000 Help, click **Introducing Windows 2000 Professional**, click **Getting Started online book**, and then click the underlined text in the right pane, **Windows 2000 Professional Getting Started**.

Internet Resources

In order to view the following Web resources, you need to have a connection to the Internet.

- Get the latest news straight from the Windows 2000 Professional Web site at: <http://www.microsoft.com/windows/professional/>
- After you install Windows 2000 Professional, you may want to install other software. Make sure your software is Windows 2000 Professional-compatible by visiting the Microsoft Windows 2000 Compatible Web site at: <http://www.microsoft.com/windows2000/compatible/>
- For more information about using Microsoft technology in a small business, visit the Microsoft Business Advantage Web site at: <http://www.microsoft.com/biz/>



Creating Your User Account

Logging On to Your Computer

After you complete Setup, you're ready to log on and start using Windows 2000 Professional. To start using Windows 2000 Professional, you must have a user account. You may already have a user account if you upgraded from Windows NT 4.0. Or, a user account may have been created for you during Setup.

Windows 2000 Professional checks your user account to verify your identity when you type your user name and your password to log on. If your user account has been disabled or deleted, Windows 2000 Professional prevents you from using the computer, which ensures that only valid users have access to the computer.

The next section helps you log on as the administrator, so that you can create your own user account.

The Log On to Windows Dialog Box

When your computer restarts, the **Log On to Windows** dialog box appears. If the **Log On to Windows** dialog box doesn't appear, you're logged on automatically with a personal user account created during the Setup and can skip directly to "Step Two: Set Up User Accounts," on page 15.

Step One: Log On as Administrator

Until you set up a user account on your computer, you need to log on as the administrator. For security reasons, you should create a user account for yourself and a user account for each person who is using the computer.

! Important

Although you initially log on as the administrator to create your user account, you should not use your Administrator account for day-to-day activities. Running Windows 2000 Professional as the administrator makes the system vulnerable to security risks. Use your user account for performing routine tasks such as running programs, working on documents, and visiting Internet sites.

If you need to perform administrative-only tasks on your computer, such as managing accounts and resources or making a change that affects all users, log on as the administrator and perform the task, then log back on using your own user account.

To log on as the administrator

1. In the **Log On to Windows** dialog box, in **User name**, type **Administrator**.
2. In **Password**, type the password you assigned to the administrator during Setup, and then click **OK**.

DEFINITIONS

user account

A record that consists of all the information that defines each computer user to Windows 2000

Professional, such as user name and password. The user account identifies the groups in which the user account has membership and the permissions the user has for the computer.

Administrator account

A special account that you use to perform administrative tasks, such as adding user accounts. Members of the Administrators group have full control over the computer.

DEFINITION**group**

A collection of user accounts on your computer used to assign specific permissions to users.

If a message appears informing you that the system could not log you on, first check that CAPS LOCK is not pressed and try again. Also, some computer manufacturers select an Administrator password for you.

If you still cannot log on as the administrator, then you need to reinstall Windows 2000 Professional so that you can choose a new Administrator password. Remember to write this password down. For more information, see “Troubleshooting Your Computer,” on page 29.

! Important

If you reinstall Windows 2000 Professional to regain your Administrator account, you may lose some settings stored on your computer.

After logging on to your computer, the **Getting Started with Windows 2000** screen appears. For now, click **Exit** to close this screen. This screen will appear the next time you start your computer. In addition to providing tips on using Windows 2000 Professional, this screen has links for registering your copy of Windows 2000 Professional, starting the Discover Windows tour, and connecting to the Internet.

Step Two: Set Up User Accounts

Now that you have logged on as the administrator, you need to create a user account for yourself and determine which group you want to be a member of. The group you're assigned to determines your permissions to perform various tasks in Windows 2000 Professional. For example, if you're a member of the Users group, you can work on your documents but you can't install programs or change system files and settings.

A user account is always associated with a group. Windows 2000 Professional includes several built-in groups based on commonly used tasks, including:

- Administrators
- Power Users
- Users
- Guests

Group membership determines who can gain access to the files, folders, and programs on your computer. In most cases, adding your user account to the Power Users group gives you all the rights you need to complete everyday tasks on your computer, including running programs and saving documents.

The following table shows the rights and permissions for the most common groups.

	Administrators	Power Users	Users	Guests
Create user accounts	✓			
Change system files	✓			
Read other user account files	✓			
Add or remove hardware	✓			
Change other user account passwords	✓			
Change system settings	✓	✓		
Install all programs	✓			
Install most programs		✓		
Save documents	✓	✓	✓	✓
Use installed programs	✓	✓	✓	✓
Change your own user account password	✓	✓	✓	✓

To add a user account

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Users and Passwords**.
2. On the **Users** tab, click **Add**.
3. In **User name**, type a name for the user account, such as "KimY." In **Full name**, type the first and last name, such as "Kim Yoshida." In **Description**, type a title, such as "Web Designer." (If your computer is set up as part of

a domain, this dialog box is different and you need to provide a user name and domain name. Contact your network administrator or IT consultant if you need assistance in adding a user account.)

4. In **Password** and in **Confirm Password**, type the password, and then click **Next**.
5. Be sure **Standard user** is clicked, and then click **Finish**. This adds your user account to the Power Users group.
Standard users are members of the Power Users group.
6. Your new user name with Power User rights now appears in the list of users for your computer. Click **OK**.

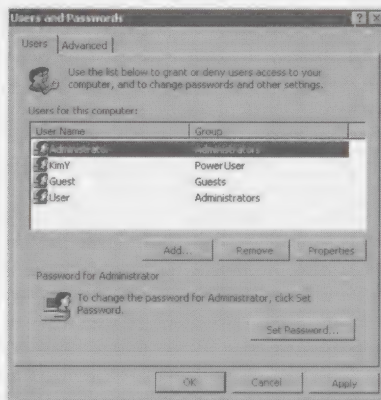
For more information about the rights of *Power Users* and *administrators*, see Windows 2000 Help.

If a user account was automatically created for you during Setup, you need to change the group membership of your account from the Administrator to Power Users group.

To change the group membership for your user account from Administrator to Power User

In some cases, a user account is automatically created for you during Setup. This user account is created by default in the Administrators group. You need to change this account so that it's assigned to the Power Users group instead.

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Users and Passwords**.



2. On the **Users** tab, click the user name, and then click **Properties**.
3. On the **Group Membership** tab, click **Standard user**, and then click **OK**.
Standard users are members of the Power Users group.
4. On the **Advanced** tab, under **Secure Boot Settings**, make sure that the **Require users to press Ctrl+Alt+Delete before logging on** check box is selected. By requiring users to press CTRL+ALT+DELETE before logging on, you enforce better password security.
5. Click **OK**.

You need to restart your computer before these settings take effect.

Step Three: Log Off as the Administrator and Log On With Your User Account

Now that you have modified your user account, you can log on with the account you just created.

Note

Passwords are case-sensitive. "MyPassword" and "mypassword" are treated as two different passwords.

To log on using your user account

1. Press CTRL+ALT+DELETE to log off.
2. Click **Log Off**.
3. Click **Yes**.
4. If you are prompted, press CTRL+ALT+DELETE to log on.
5. In **User name**, type your user name.
6. In **Password**, type your password.
7. Click **OK**.

Now you're ready to use Windows 2000 Professional! You can start to load and run applications, work with your data, and explore Windows 2000 Professional. For some advanced tasks, such as managing local users and groups, you need to log off your user account and log on using the Administrator account. The next chapter contains useful information to help you perform other tasks, such as changing your password, making dial-up connections to the Internet or a network, and sharing printers, folders, and Internet connections.



Configuring Your Computer

Now that Windows 2000 Professional is running, you may want to change some of the installation options. For example, you may want to change your password, or you may want to select a different workgroup.

Changing Your Password

Note

You can use this procedure to change your user account password. To change the Administrator password, first log on as the administrator and then perform the following steps.

To change your password

1. Press CTRL+ALT+DELETE, and then click **Change Password**.
2. In **Old Password**, type your current password.
3. In **New Password** and **Confirm New Password**, type the new password, and then click **OK**.
4. Click **OK** when notified that your password has been changed, and then click **Cancel** to close the **Windows Security** dialog box.

For information about creating strong passwords and protecting your password, see Windows 2000 Help.

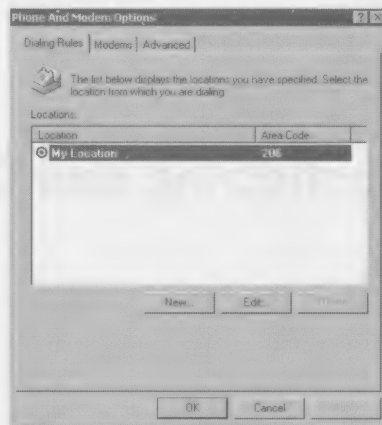
Setting Up Dialing Rules

Before you can use your modem to connect to a network or the Internet, you need to establish

dialing rules. If you attempt to make a connection before you have configured the dialing rules, you are prompted for the minimum information required for dialing.

To configure dialing rules

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Phone and Modem Options**.



2. If you didn't set up your dialing rules, the **Location Information** dialog box appears. Type your area code, outside line prefix, and then click **OK**.
3. Click your existing location, and then click **Edit**.
Or,
Click **New** to create a new location.

DEFINITIONS

Internet service provider (ISP)

A company that provides access to the Internet and the World Wide Web. When you sign a contract with an ISP, you are usually given a telephone number, a user name, a password, and other connection information so you can connect your computer to the ISP. An ISP typically charges monthly and/or hourly connection fees.

local area network (LAN)

A group of computers and other devices dispersed over a relatively limited area and connected by a communications link that allows one computer or device to interact with any other on the network.

DEFINITIONS**Integrated Services Digital Network (ISDN)**

A digital technology that enables a single phone line or optical cable to carry voice, digital network services, and video.

asymmetric digital subscriber line (ADSL)

A technology that sends more data over existing copper telephone lines. ADSL requires a special ADSL modem.

cable modem

A modem that sends and receives data through a coaxial cable television network instead of telephone lines. Cable modems can transmit data faster than typical conventional modems.

4. Click the **General**, **Area Code Rules**, or **Calling Card** tabs to make changes to the location.
5. Click **OK** twice to finish the procedure.

For more information about *dialing rules*, see Windows 2000 Help.

Making Dial-Up Connections Using a Phone Line

A dial-up connection links you to a network or the Internet by using a device that uses the telephone network. This includes both standard phone modems and ISDN connections. Typically, you have one or two dial-up connections, with perhaps one to the Internet and one to your company network. For more information about configuring *dialing options*, see Windows 2000 Help.

Connecting to the Internet

The Internet Connection Wizard provides you with an easy way to get connected to the Internet. If you already have an account with an Internet service provider (ISP) and want to create an Internet connection to your account, the Internet Connection Wizard collects all the necessary information from you and then creates the connection. You need to know the name of your ISP and your user name and password. You may also need to know the ISP's incoming phone number. *If your computer is equipped with an ADSL or cable modem, check with your ISP for any special connection instructions.*

For new Internet users, the Internet Connection Wizard creates an Internet connection and then connects to the Microsoft Internet Referral Service to retrieve a list of ISPs in your area and information about their services. You can sign up for a new account by clicking an ISP in the list and providing your address and billing information.

In some cases, your computer manufacturer may offer you an Internet account. If you have signed up with this type of account, gather all the information the manufacturer has provided about the service.

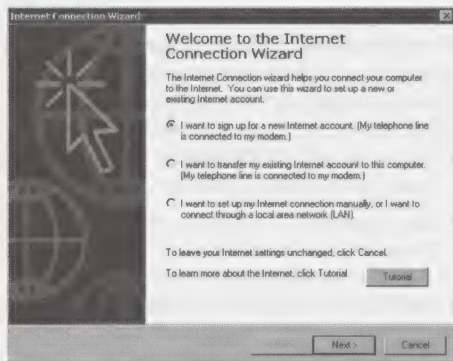
You may be prompted to restart your computer during the Internet connection setup, so save and close any open documents before you proceed.

If your computer isn't already connected to the Internet, you can start the Internet Connection Wizard by double-clicking the **Connect to the Internet** icon, or you can use the following procedure:

Using the Internet Connection Wizard

1. If you have a modem installed, click **Start**, point to **Programs**, point to **Accessories**, point to **Communications**, and then click **Internet Connection Wizard**.

If you didn't set up your dialing rules, the **Location Information** dialog box appears. You need to provide the information requested before you can continue.



2. Click **I want to sign up for a new Internet account**, and then click **Next** to continue.

Or,

If you have an existing Internet account, click **I want to transfer my existing Internet account to this computer**, and then click **Next** to continue.

If you want to set up an Internet account manually or connect through a local area network (LAN), ask your network administrator or technical consultant for assistance.

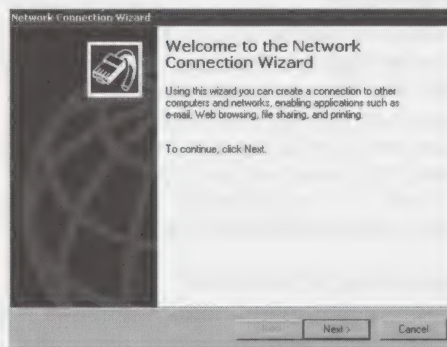
3. Follow the instructions that appear.

For more information about *connecting to the Internet*, see Windows 2000 Help.

Connecting to a Network

Network and Dial-up Connections links your computer with a network.

1. If you have a modem installed, click **Start**, point to **Settings**, and then click **Network and Dial-up Connections**.
2. Double-click **Make New Connection**.



If you didn't set up your dialing rules, the **Location Information** dialog box appears. You need to provide the information requested before you can continue.

3. In the **Network Connection Wizard**, click **Next**.
4. Click **Dial-up to private network**, and then click **Next**. The other options listed in this page are advanced connection features that are needed for you to connect to a network.

5. Type the phone number of the computer or network you are connecting to, and then click **Next** to continue.
6. Click **Only for myself** to keep the connection for your own use, and then click **Next** to continue.
Or,
If you want the connection to be available to all users on your computer, click **For all users**, and then click **Next** to continue.
7. Type a name for the connection, and then click **Finish**.
8. Type your ISP user name and password, and then click **Dial**.
9. Click **OK** when the connection is complete.

After you are connected to the network, you can minimize your connection window and use other programs.

Sending and Receiving Faxes

By using Fax for Windows 2000 Professional, you can send a fax by clicking **Print** in an open document. To send and receive faxes with Windows 2000 Professional, your fax device must support fax capabilities and not just data standards. For the most up-to-date list of supported hardware, see the Hardware Compatibility List by visiting the Microsoft Web site at:
<http://www.microsoft.com/hcl/>

If you have a fax device installed, click **Start**, click **Programs**, click **Accessories**, click **Communications**, and then click **Fax** to use these commands:

- Click **Fax Queue** to pause, resume, cancel, or view a sent fax.
- Click **Fax Service Management** to set up your fax device.
- Click **My Faxes** to view, print, or delete sent and received faxes in the My Faxes folder. This folder contains the subfolders Common Coverpages, Received Faxes, and Sent Faxes.
- Click **Send Cover Page Fax** to fax a cover page only. This opens the Send Fax Wizard.

For information about procedures for *faxing* a document, see Windows 2000 Help.

Sharing Printers on a Network

A shared printer, also called a network printer, can print documents from any connected computer. Printers aren't shared by default when you install them in Windows 2000 Professional, but you can choose to share any printer you install. In most cases, a printer attached to your computer is detected and installed automatically by Windows 2000 Professional during Setup.

To share your printer

1. If you have a printer installed, click **Start**, point to **Settings**, and then click **Printers**.

2. Right-click the printer you want to share, and then click **Sharing**.
3. On the **Sharing** tab, click **Shared as**, and then type a name for the shared printer.
4. Click **OK**.

To connect to a printer on a network

1. Click **Start**, point to **Settings**, and then click **Printers**.
2. Double-click **Add Printer** to start the **Add Printer Wizard**, and then click **Next**.
3. Click **Network printer**, and then click **Next**.
4. Type the name of the printer, and then click **Next**. Use the following format to specify the printer you are connecting to:
`\\computer_name\share_name`
 For example, `\\Kelly015\LaserPrinter` identifies a printer with a share name of `LaserPrinter` and managed by the computer `Kelly015`.
5. Follow the instructions that appear. When you are finished connecting to the network printer, the new printer icon appears in your Printers folder.

Sharing a Folder In a Peer-to-Peer Workgroup

If you want to use your folders when you dial into your computer from a remote location, or if you want other network users to have access to the folders on your computer, you must share the folders.

By setting permissions on the shared folders, you can control the level of access that other people have to your files. Shared folder permissions apply to all files and subfolders in the shared folder and are effective only when the folder or files are opened over the network. Shared folder permissions don't protect folders or files when opened locally. The following summarizes the shared folder permissions that you can apply and the actions they allow.

- Users with the **Full Control** share level can open, read, edit files, and run programs. Users with this share level can also change permissions and take ownership of the folder.
- Users with the **Change** share level can open, read, edit files, and run programs.
- Users with the **Read** share level can read files and run programs.

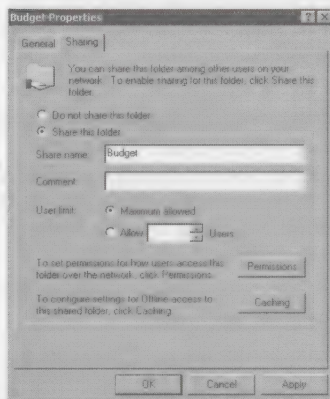
For information about procedures for *sharing folders* on a domain network, see Windows 2000 Help.

When you create a shared folder, the default permission is Full Control for the group Everyone.

To share a folder

1. On the desktop, double-click **My Computer**, and then navigate to the folder you want to share.

2. Right-click the folder you want to share, and then click **Sharing**.



3. On the **Sharing** tab, click **Share this folder**.
4. In **Share name**, use the default name or type a name.
5. If you want to provide a description of the folder, type the description in **Comment**.
6. If you want to limit the number of people who can concurrently use the folder, under **User limit**, click **Allow**, and then type a number.
7. If you want to set permissions for specific users or groups, click **Permissions**, click **Add**, double-click the user or group to which you want to assign permissions, and then click **OK**.
8. Select or clear the appropriate **Allow** or **Deny** permission check boxes, and then click **OK** twice to finish the procedure.

To access a shared folder on another computer

1. On the desktop, double-click **My Network Places**.
2. Double-click **Add Network Place**.
3. In the Welcome to the Add Network Place Wizard, type the location of the shared folder you want to access, and then click **Next**. Use the following format to specify the computer and folder you are accessing:
`\\computer_name\shared_folder_name`
 For example, `\\Kelly02\Research` identifies a shared folder named Research on the computer named Kelly02.
4. Type a name for the Network Place, and then click **Finish**.

If the other computer is turned on and the specified folder is shared, a window opens listing the contents of the shared folder.

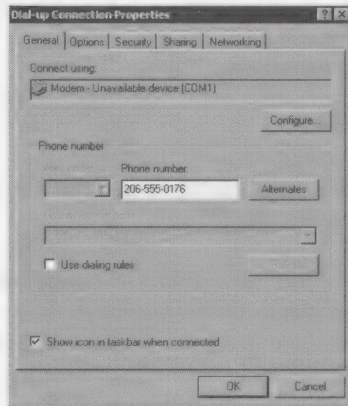
Setting Up Internet Connection Sharing

By using Windows 2000 Professional, you can connect several computers to the Internet through one dial-up connection. For example, you may have an office network that connects to the Internet through a dial-up connection. By using Internet connection sharing, several users on the network can connect to the Internet on different computers, individually or at the same time, using only one phone line. Each connected computer has the ability to use the same Internet services

as it does when connected directly. This includes activities such as Internet browsing or sending e-mail.

To make Internet connection sharing on a network connection available

1. Click **Start**, point to **Settings**, and then click **Network and Dial-up Connections**.
2. Right-click the network connection you want to share, and then click **Properties**.



3. On the **Sharing** tab, select the **Enable Internet Connection Sharing for this connection** check box.

4. If you want this connection to dial automatically when another computer on your network attempts to use external resources such as Web pages on the Internet, select the **Enable on-demand dialing** check box.
5. Click **OK**.

When users on the other computers on your peer-to-peer network run the Internet Connection Wizard, they need to connect through a LAN and not through a phone and a modem. In the Internet Connection Wizard, they need to make all the proxy configuration settings unavailable.

For more information about *Internet connection sharing*, see Windows 2000 Help.

Note

- To make Internet connection sharing available, you must be a member of the Administrators group.
- To make the connection available to all users, you must be logged on as a member of the Administrators group.
- When you make Internet connection sharing available, certain protocols, services, interfaces, and routes are configured automatically. For more information about *Internet connection sharing settings*, see Windows 2000 Help.



**More Information About
Windows 2000 Professional**

With Windows 2000 Professional set up and running on your computer, take a few minutes to review the information in this section. Included are topics about terminology, how to learn more about Windows 2000 Professional, where to turn to for help troubleshooting problems, and information about avoiding software piracy.

Registering Your Copy of Windows 2000 Professional

After you have finished setting up Windows 2000 Professional, you should take the time to register your copy of the software. If you have a modem, you can register your copy of Windows 2000 Professional by using the Registration link in the **Getting Started with Windows 2000** screen. By registering your copy of Windows 2000 Professional, you can use Windows Update, the one-stop location for product updates and additional features on the Internet.

You can open the **Getting Started with Windows 2000** screen at any time by clicking **Start**, clicking **Run**, typing **welcome**, and then clicking **OK**.

For more information about *online registration*, see Windows 2000 Help.

Avoiding Piracy

When you purchase a new computer system, it should come with the operating system software already loaded. If that software is the Microsoft Windows 2000 operating system, the computer should be accompanied by a Certificate of Authenticity (COA). There must be an End-User License Agreement visible on-screen when Setup is first run. If any of these elements are missing, the product may be pirated.

Customers or resellers with questions about the legitimacy of Microsoft products should contact the Microsoft Anti-Piracy Hot Line, toll free, at (800) RU-LEGIT (785-3448), or send an e-mail to: **piracy@microsoft.com**

For more information about software piracy, visit the Microsoft Anti-Piracy Web site at: **<http://www.microsoft.com/piracy/>**

Getting Late-Breaking News

You can keep up-to-date with the latest information, software, and utilities by visiting the Windows Update Web site. To visit the Windows Update Web site, click **Start**, and then click **Windows Update**. Or, visit the Microsoft Windows Update Web site at: **<http://windowsupdate.microsoft.com/>**

Program Compatibility

For information about the compatibility of your software programs with Windows 2000 Professional, visit the Microsoft Windows 2000 Compatible Web site at:
<http://www.microsoft.com/windows2000/compatible/>

Books and Publications

Microsoft Press® offers a complete line of materials to help you put the power of Windows 2000 Professional to work for you. For more information about Windows 2000 Professional books, visit the Microsoft Press Online Web site at:
<http://mspress.microsoft.com/>

Learning to Use Windows 2000 Professional

Because there are many ways to customize Windows 2000 Professional and to perform basic tasks, it's important to know your options and to choose those that best fit your needs.

For more information about *basic features*, as well as how to explore and customize Windows 2000 Professional, see "Windows Basics" in the *Windows 2000 Professional Getting Started* book.

Troubleshooting Your Computer

Having a problem with your computer? Windows 2000 Professional includes the following resources to help you.

For more information about solving difficulties in setting up or using Windows 2000 Professional, see *Frequently Asked Questions* in "Advanced Topics" in the *Windows 2000 Professional Getting Started* book. For example, Windows 2000 Professional includes resources to help you if you're having trouble connecting to the Internet.

Windows 2000 Professional Troubleshooters

Interactive troubleshooters are included with Windows 2000 Professional as part of Help. The troubleshooters can help you solve many computer problems. For instance, if you're having difficulty setting up a modem, the Modem troubleshooter can step you through the process.

You can also get the latest troubleshooters from the Microsoft Product Support Services Web site at:
<http://www.microsoft.com/support/>

Using Advanced Startup Options

In case you encounter a problem that prevents you from starting Windows 2000 Professional, you should familiarize yourself with using the various advanced startup options, such as Safe Mode and Last Known Good Configuration.

For more information about the *advanced startup options*, see “Advanced Topics” in the *Windows 2000 Professional Getting Started* book.

Restoring Windows 2000 Professional

If you encounter a problem that prevents you from starting Windows 2000 Professional, contact the computer manufacturer for information about restoring your system.

What Are Service Packs?

Microsoft periodically issues Service Packs, which are operating system updates. Because Service Packs improve your operating system’s performance and provide minor software enhancements, we recommend that you download Service Packs as they become available.

To obtain the most current Service Pack for Windows 2000 Professional, visit the Microsoft Windows Update Web site at:
<http://windowsupdate.microsoft.com/>



**If You're Upgrading from
Windows NT 4.0 to
Windows 2000 Professional**

If You're Upgrading from Windows NT 4.0 to Windows 2000 Professional

During an *upgrade*, Setup replaces existing Windows files but preserves your existing settings and programs. Some programs may not be compatible with Windows 2000 Professional and therefore may not function properly after an upgrade.

Before You Begin

Before you upgrade to Windows 2000 Professional, you should prepare your computer by taking the following steps:

- Back up your files to a disk, a tape drive, or another computer on your network. For more information on backing up files, see your current version of Windows Help.
- Perform a virus scan on your hard disk if you have anti-virus software.
- You may need to update your computer BIOS to the latest version before you install Windows 2000 Professional, especially if you're using a laptop computer. To determine if

your computer BIOS needs updating, contact your computer manufacturer. You may be able to download the BIOS upgrade from your computer manufacturer's Web site, if needed.

- Some programs may not be compatible with Windows 2000 Professional and therefore may not work properly after an upgrade. You should also check to make sure that your hardware is compatible before running Setup. Before you upgrade to Windows 2000 Professional, you should confirm that your installed programs are compatible by visiting the Microsoft Windows 2000 Compatible Web site at: <http://www.microsoft.com/windows2000/compatible/>

If you do not find your program, consult the manufacturer of the program.

- If your computer manufacturer provided you with power management or disk management tools, you should uninstall these programs before you upgrade.

Remember that the following dialog boxes or options may not all be available or may be in a different order than presented in this guide.

DEFINITION

BIOS (basic input/output system)

The computer BIOS controls the basic hardware devices on the computer.

DEFINITIONS

NTFS file system

An advanced file system for use with Windows 2000.

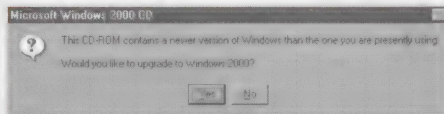
NTFS features include reliability, stability, and security.

FAT file system

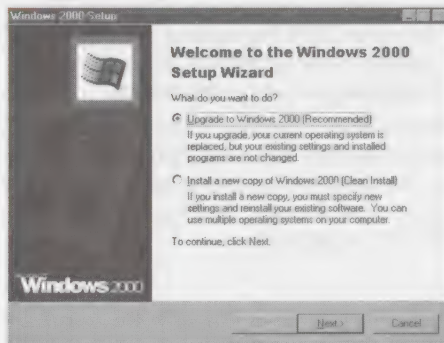
A file system used to organize files and to allocate disk space. The FAT32 file system is an enhanced version of the FAT file system that can be used on large hard disks.

To upgrade from Windows NT 4.0 to Windows 2000 Professional

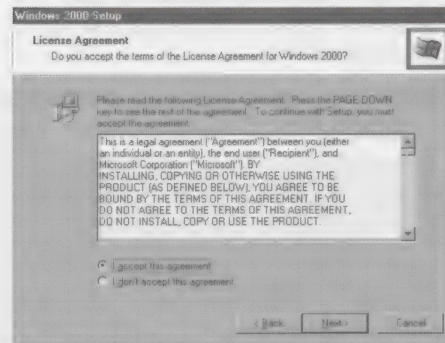
1. Log on using an account with administrator rights.
2. Insert the CD. When prompted to upgrade to Windows 2000 Professional, click **Yes**.



3. In the **Welcome to the Windows 2000 Setup Wizard** dialog box, select **Upgrade to Windows 2000**, and then click **Next** to continue.



4. In the **License Agreement** dialog box, if you agree to the terms, click **I accept this agreement**, and then click **Next** to continue.

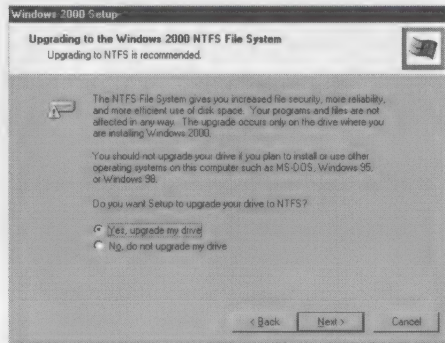


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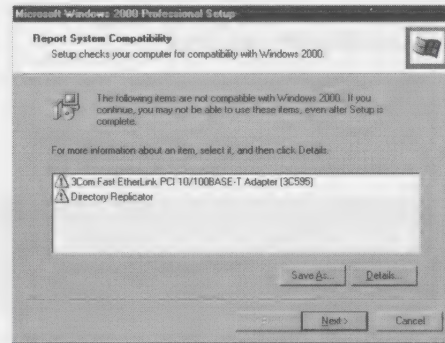
The conversion to NTFS is one-way; you won't be able to convert your drive back to FAT if you choose to upgrade your drive. If you decide to switch to NTFS for advanced file handling features, you can also do so after Windows 2000 Professional is installed.

5. In the **Upgrading to the Windows 2000 NTFS File System** dialog box, you can select whether you want to upgrade your drive to the NTFS file system. If you're not sure, click **No**, do not upgrade my drive. Click **Next** to continue.

If you click **Yes, upgrade my drive**, Windows 2000 Professional will convert file management systems on your hard disk to NTFS. For more information about the differences between *FAT*, *FAT32*, and *NTFS*, see Windows Help.



6. In the **Report System Compatibility** dialog box, Setup lists those items that are incompatible. You can view information about those items and save the report. When you're through reviewing the report, click **Next** to continue.



7. Setup copies files, and then restarts the computer and continues to copy files.
8. Setup starts Windows 2000 Professional. If you choose to convert your drive to NTFS, Windows 2000 Professional checks your disk and performs an upgrade. When Setup is complete, your computer restarts.

Congratulations! Setup is now complete and you're ready to log on to Windows 2000 Professional. Your next step is to set up your user account. For more information, see "Creating Your User Account," on page 13.

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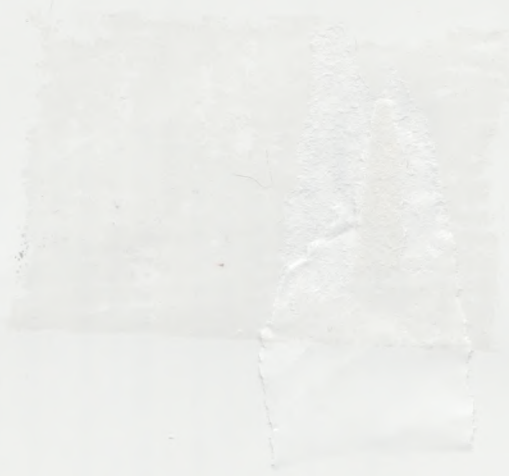
Accessibility for Users with Special Needs

Microsoft products and information technologies are designed to be accessible and usable by all people, including those with disabilities. Windows 2000 Professional includes the following programs that help meet low vision, hard-of-hearing, or limited dexterity needs:

- *Magnifier* enlarges a portion of the screen for easier viewing.
- *Narrator* uses text-to-speech technology to read the contents of the screen. This is useful for people who are blind or who have low vision.
- *On-Screen Keyboard* provides users with limited mobility dexterity the ability to type on-screen by using a pointing device.
- *Accessibility Options* in Control Panel provide ways for you to customize your keyboard, display, and mouse functions.

For a list of Windows-based accessibility utilities, see the Microsoft Accessibility Web site at:

www.microsoft.com/enable



IS IT GENUINE? If you believe the Certificate of Authenticity label or the Microsoft software you obtained with your system is not legally licensed and/or may be counterfeit, please e-mail Microsoft at: piracy@microsoft.com, or visit www.microsoft.com/piracy/howtotell.

NOTICE: The PC manufacturer is required to attach the Certificate of Authenticity label to the computer system prior to delivery.

The Certificate of Authenticity label has been removed by your PC manufacturer and should be attached to your PC.

This software is subject to the terms and conditions described in the End-User License Agreement (EULA) located in either the product documentation or online within the software product. By using the software product, you indicate that you have read and accepted the terms of the EULA.

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